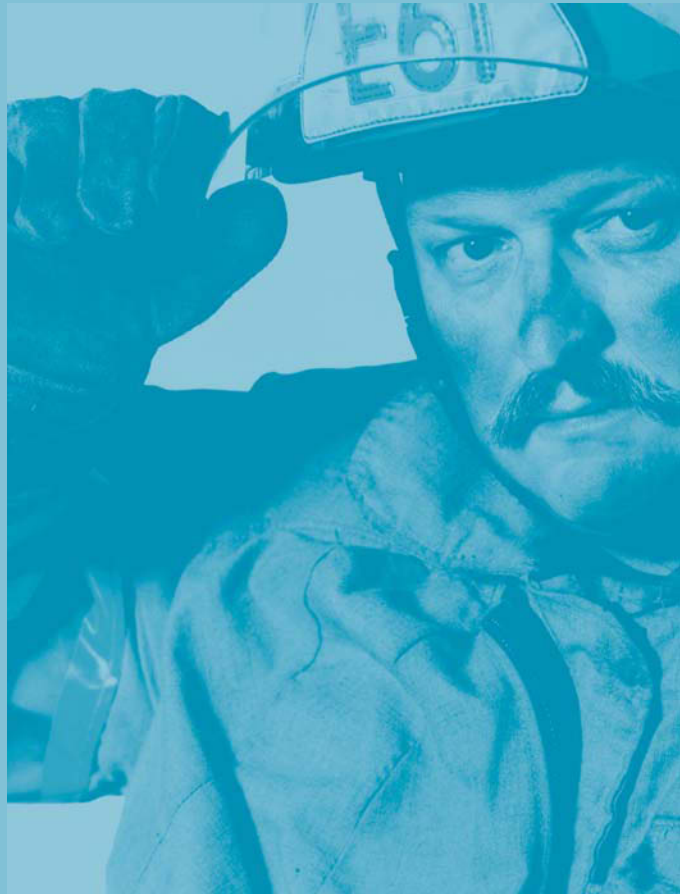


# Municipal Fire Fighters'

## Medical Standard & Essential Functions



**Commonwealth of Massachusetts**

**Public Employee Retirement Administration Commission**

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Published + revised by PERAC, May 2004. Printed on recycled paper.

# **Municipal Fire Fighters'**

## Medical Standards & Essential Functions

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# Municipal Fire Fighters’ Medical Standards

## 1) Medical Evaluation:

Each municipal fire department shall establish and implement a pre-placement medical evaluation for candidates. During the medical evaluation, the physician shall evaluate each individual to ascertain the presence of any medical conditions listed in these standards, or any medical conditions not listed which would prevent the individual from performing the essential job functions without posing a significant risk. It is our intent to encourage the use of professional judgment regarding medical conditions which are not specifically listed. A candidate shall not be certified as meeting the medical requirements of these standards if the physician determines that the candidate has any Category A medical condition specified in these standards. Furthermore, a candidate shall not be certified as meeting the medical requirements of these standards if the physician determines that the candidate has a Category B medical condition that is of sufficient severity to prevent the candidate from performing the essential functions of a fire fighter without posing a significant risk to the safety and health of him/herself or others.

## (2) The medical evaluation shall minimally include the following:

- (a) a comprehensive medical history - a baseline (pre-placement) occupational history, including significant past exposures and training and experience with personal protection equipment
- (b) height and weight
- (c) vital signs: pulse, respiration, blood pressure, and, if indicated, temperature
- (d) dermatological system
- (e) ears, eyes, nose, mouth, throat
- (f) cardiovascular system
- (g) respiratory system
- (h) gastrointestinal system
- (i) genitourinary system
- (j) endocrine and metabolic systems
- (k) musculoskeletal system
- (l) neurological system
- (m) mental status evaluation
- (n) audiometry - Audiograms should be performed in an ANSI approved “soundproof” booth (ANSI S3.1-1977) with equipment calibrated to ANSI standards (ANSI S3.6-1973). If a booth is unavailable, the test room sound pressure levels should not exceed those specified in the Federal OSHA noise regulations (29 CFR 1910.25),
- (o) visual acuity and peripheral vision testing

- (p) pulmonary function testing - A baseline test should be administered by an experienced individual. Only a spirogram that is technically acceptable and demonstrates the best efforts by an individual should be used to calculate the Forced Vital Capacity (FVC) and Forced Expiratory Volume in one second (FEV1.0), and,

- (q) other diagnostic testing where indicated.

(3) The medical evaluation process should also include:

- (a) a review of tetanus immunization status
- (b) a Purified Protein Derivative (PPD) test, based on individual departmental infection control plans, and,
- (c) a review of hepatitis B immunization status

(4) All medical information collected as part of a medical evaluation shall be considered confidential medical information, and shall be released by the physician only with the specific written consent of the candidate.

The physician shall report the results of the medical evaluation to the candidate, including any medical condition(s) disclosed during the medical evaluation, and the recommendation whether the candidate is medically certified to perform as a fire fighter. The physician shall inform the fire department only whether or not the candidate is medically certified to perform as a fire fighter. The specific written consent of the candidate shall be required to release confidential medical information to the fire department, following guidelines set forth under the Americans With Disabilities Act (ADA) and other relevant policies.

(5) Category A and Category B Medical Conditions:

- (a) A Category A Medical Condition is a medical condition that would preclude an individual from performing the essential job functions of a municipal fire fighter in a training or emergency operational environment, or present a significant risk to the safety and health of that individual or others.
- (b) A Category B Medical Condition is a medical condition that, based on its severity or degree, may or may not preclude an individual from performing the essential job functions of a municipal fire fighter in a training or emergency operational environment, or present a significant risk to the safety and health of that individual or others.

(6) The following biological systems shall be components of the Initial Medical Standards for fire fighters:

**(a) Musculoskeletal**

1. Head and Neck

- a. Category A medical conditions shall include:
  - i. none.

- b. Category B medical conditions shall include:
  - i. deformities of the skull such as depressions or exostoses of sufficient severity to preclude safely wearing a mask or other required protective equipment,
  - ii. deformities of the skull associated with evidence of disease of the brain, spinal cord, or peripheral nerves,
  - iii. loss or congenital absence of the bony substance of the skull,
  - iv. thoracic outlet syndrome sufficient to compromise required activity,
  - v. congenital cysts, chronic draining fistulas, or similar lesions,
  - vi. contraction of neck muscles,
  - vii. any other head or neck condition that results in an individual not being able to perform as a fire fighter.

## 2. Axial Skeleton

- a. Category A medical conditions shall include:
  - i. meningocele,
  - ii. osteoporosis with compression fractures,
  - iii. spondylolisthesis (grade 2 or 3).
- b. Category B medical conditions shall include:
  - i. lumbar laminectomy,
  - ii. arthritis,
  - iii. structural abnormality, fracture, or dislocation,
  - iv. degenerative disk disease,
  - v. herniated disk or sciatica with clinical evidence of radiculopathy,
  - vi. spinal stenosis,
  - vii. spinal surgery not covered in Category A,
  - viii. any other axioskeletal condition that results in an individual not being able to perform as a fire fighter.

## 3. Extremities

- a. Category A medical conditions shall include:
  - i. lower extremity amputation at or above the ankle
  - ii. upper extremity amputation at or above the wrist,
  - iii. endoprotheses.
- b. Category B medical conditions shall include:
  - i. limitation of motion of a joint,
  - ii. amputation not covered in Category A,
  - iii. deformity or dislocation of a joint or limb,
  - iv. joint reconstruction, ligamentous instability, or joint replacement not covered in Category A,
  - v. chronic osteoarthritis or traumatic arthritis,
  - vi. inflammatory arthritis,
  - vii. osteomyelitis,
  - viii. compressive neuropathies, including carpal tunnel syndrome,

- ix. required use of stabilizing orthopedic braces,
- x. any other extremity condition that results in an individual not being able to perform as a fire fighter.

**(b) Eyes and Vision**

1. Category A medical conditions shall include:
  - a. severe color vision deficiency, inadequate to identify red, green, and yellow colors,
  - b. far visual acuity less than 20/30 corrected with contact lenses or spectacles. Far visual acuity uncorrected shall be at least 20/100 for wearers of hard contacts or spectacles. Successful long term soft contact lens wearers shall not be subject to the uncorrected criterion.
  - c. total peripheral vision without correction of less than 140 degrees in the horizontal meridian.
2. Category B medical conditions shall include:
  - a. diseases of the eye such as cataracts, retinal detachment, progressive retinopathy, or optic neuritis,
  - b. ophthalmological procedures such as radial keratotomies or repair of retinal detachment,
  - c. any other eye condition that results in an individual not being able to perform as a fire fighter.

**(c) Ears and Hearing**

1. Category A medical conditions shall include:
  - a. hearing deficit in the pure tone thresholds in the unaided worse ear of greater than 40 dB at 500 Hz, 1000 Hz, 2000 Hz, or 3000 Hz,
  - b. hearing deficit in the pure tone thresholds in the unaided better ear of greater than 25 dB at 500 Hz, 1000 Hz, 2000 Hz, or 3000 Hz.
2. Category B medical conditions shall include:
  - a. hearing deficit in the pure tone thresholds in the unaided worse ear between 25 and 40 dB at 500 Hz, 1000 Hz, 2000 Hz, or 3000 Hz,
  - b. auditory canal - atresia, severe stenosis, or tumor,
  - c. severe external otitis,
  - d. auricle - severe agenesis or traumatic deformity,
  - e. mastoid - severe mastoiditis or surgical deformity,
  - f. Meniere's syndrome or labyrinthitis,
  - g. otitis media,
  - h. any other ear condition that results in an individual not being able to perform as a fire fighter.

**(d) Dental**

1. Category A medical conditions shall include:
  - a. dental, jaw structural, or other abnormalities which preclude the ability to be fitted for and safely use protective equipment.



2. Category B medical conditions shall include:
  - a. diseases of the jaws or associated tissues,
  - b. orthodontic appliances,
  - c. oral tissues, extensive loss,
  - d. any other dental condition that results in an individual not being able to perform as a fire fighter.

**(e) Nose, Mouth, and Throat**

1. Category A medical conditions shall include:
  - a. tracheostomy,
  - b. aphonia,
  - c. congenital or acquired deformities which interfere with wearing a face mask or other required protective equipment.
2. Category B medical conditions shall include:
  - a. congenital or acquired deformities not covered in Category A,
  - b. dysphonia,
  - c. any other nose, oropharynx, trachea, esophagus, or larynx condition that results in an individual not being able to perform as a fire fighter or to communicate effectively.

**(f) Respiratory**

1. Category A medical conditions shall include:
  - a. lung abscess or empyema,
  - b. active tuberculosis,
  - c. pneumothorax,
  - d. interstitial disease with abnormal exercise oxygen desaturation,
  - e. moderate to severe obstructive pulmonary disease, using the following criteria:
    - i. frequent exacerbation of symptoms (>1-2 times per week),
    - ii. cough and low grade wheezing between exacerbations,
    - iii. diminished exercise tolerance,
    - iv. signs of airway obstruction using spirometry,
    - v. regular drug therapy required.
2. Category B medical conditions shall include:
  - a. lobectomy or pneumonectomy,
  - b. obstructive disease not meeting Category A criteria,
  - c. chronic bronchitis,
  - d. emphysema,
  - e. bronchiectasis,
  - f. history of bronchiectasis, bronchitis, fibrous pleuritis, fibrosis, cystic disease, tuberculosis, mycotic lung disease, or pneumothorax,
  - g. interstitial disease with normal exercise oxygen saturation,

- h. any other respiratory condition that results in an individual not being able to perform as a fire fighter.

**(g) Cardiovascular**

**1. Heart**

- a. Category A medical conditions shall include:
  - i. current diagnosis of angina pectoris,
  - ii. congestive heart failure,
  - iii. aneurysm,
  - iv. acute pericarditis, endocarditis, or myocarditis. Chronic pericarditis, endocarditis with resultant significant valvular lesions, or myocarditis leading to myocardial insufficiency or excludable arrhythmias,
  - v. cardiac or multi-organ transplant or left ventricular assist device,
  - vi. third degree AV block without cardiac pacemaker,
  - vii. coronary artery disease, cardiac hypertrophy, or other cardiac condition without evidence of a functional capacity greater than 6 METs,
  - viii. recurrent syncope,
  - ix. history of sudden cardiac death syndrome,
  - x. significant valvular heart disease,
  - xi. current diagnosis of embolism or thrombophlebitis,
  - xii. automatic implantable cardioverter defibrillator (AICD).
- b. Category B medical conditions shall include:
  - i. coronary artery disease not covered in Category A,
  - ii. significant arrhythmias,
  - iii. cardiac hypertrophy,
  - iv. history of myocardial infarction, coronary artery bypass, coronary angioplasty, stent placement, or atherectomy,
  - v. congenital abnormality,
  - vi. cardiac pacemaker,
  - vii. any other cardiac condition that results in an individual not being able to perform as a fire fighter.

**2. Vascular System**

- a. Category A medical conditions shall include:
  - i. congenital or acquired lesions of the aorta and major vessels,
  - ii. marked circulatory instability as indicated by orthostatic hypotension, persistent tachycardia, and severe peripheral vaso motor disturbances,
  - iii. aneurysm of a major vessel, congenital or acquired,
  - iv. untreated persistent hypertension (systolic blood pressure of 160 mmHg or greater or diastolic blood pressure of 100 mmHg or greater).
- b. Category B medical conditions shall include:

- i. persistent hypertension controlled through medication (systolic blood pressure less than 160 mmHg and diastolic blood pressure less than 100 mmHg),
- ii. peripheral vascular disease, including intermittent claudication and Raynaud's phenomenon,
- iii. thrombophlebitis,
- iv. chronic lymphedema,
- v. severe varicose veins,
- vi. any other vascular condition that results in an individual not being able to perform as a fire fighter.

**(h) Gastrointestinal**

1. Category A medical conditions shall include:

- a. liver or multi-organ transplantation,
- b. active gastrointestinal bleeding.

2. Category B medical conditions shall include:

- a. cholecystitis,
- b. gastritis,
- c. chronic or acute hepatitis,
- d. hernia,
- e. inflammatory bowel disease,
- f. intestinal obstruction,
- g. pancreatitis,
- h. bowel resection,
- i. gastrointestinal ulcer,
- j. cirrhosis,
- k. diverticulitis,
- l. any other gastrointestinal condition that results in an individual not being able to perform as a fire fighter.

**(i) Reproductive**

1. Category A medical conditions shall include:

- a. none.

2. Category B medical conditions shall include:

- a. pregnancy, for its duration. Any appointee who is pregnant shall be evaluated based on the appointee's ability to perform as a fire fighter in a training or emergency operational environment. Furthermore, a pregnant appointee shall be informed of the potential risks to her fetus due to possible exposures during fire fighter duties
- b. any other reproductive condition that results in an individual not being able to perform as a fire fighter.

**(j) Genitourinary**

1. Category A medical conditions shall include:
  - a. renal disease requiring dialysis,
  - b. renal or multi-organ transplantation.
2. Category B medical conditions shall include:
  - a. any other renal, urinary, or genital condition that results in an individual not being able to perform as a fire fighter.

**(k) Neurological**

1. Category A medical conditions shall include:
  - a. ataxia,
  - b. cerebral arteriosclerosis as evidenced by documented episodes of neurological impairment, including cerebrovascular accidents (CVAs) and transient ischemic attacks (TIAs),
  - c. multiple sclerosis with activity or evidence of progression within previous three (3) years,
  - d. muscular dystrophy,
  - e. myasthenia gravis,
  - f. ALS,
  - g. all seizure disorders to include psychomotor, focal, petit mal, or grand mal seizures other than for those with complete control during previous five (5) years, normal neurological examination, and definitive statement from qualified neurological specialist,
  - h. dementia.
2. Category B medical conditions shall include:
  - a. congenital conditions and malformations,
  - b. migraines,
  - c. clinical disorders with paresis, paralysis, loss of coordination, abnormal motor function, or abnormalities of sensation,
  - d. history of subdural, subarachnoid, or intracerebral hemorrhage,
  - e. recent severe head contusion or concussion,
  - f. any other neurological condition that results in an individual not being able to perform as a fire fighter.

**(l) Skin**

1. Category A medical conditions shall include:
  - a. none.
2. Category B medical conditions shall include:
  - a. non-localized, i.e., widespread, skin disease.
  - b. extensive skin grafts,
  - c. any other dermatologic condition that results in an individual not being able to perform as a fire fighter.

**(m) Hematopoietic and Lymphatic**

1. Category A medical conditions shall include:
  - a. hemorrhagic states requiring replacement therapy, including hemophilia,
  - b. sickle cell disease (homozygous).
2. Category B medical conditions shall include:
  - a. anemia, leukopenia, or thrombocythemia,
  - b. polycythemia vera,
  - c. splenomegaly,
  - d. history of thromboembolic disease,
  - e. any other hematological condition that results in an individual not being able to perform as a fire fighter.

**(n) Endocrine and Metabolic**

1. Category A medical conditions shall include:
  - a. uncontrolled diabetes mellitus.
2. Category B medical conditions shall include:
  - a. diseases of the adrenal gland, pituitary gland, parathyroid gland, or thyroid gland of clinical significance,
  - b. nutritional deficiency disease or metabolic disorder,
  - c. diabetes mellitus,
  - d. any other endocrine or metabolic condition that results in an individual not being able to perform as a fire fighter.

**(o) Tumors and Malignant Disease**

1. Category A medical conditions shall include:
  - a. none.
2. Category B medical conditions shall include:
  - a. malignant disease which is newly diagnosed, untreated, or currently being treated. The medical evaluation of any appointee with malignant disease which is newly diagnosed, untreated, or currently being treated shall be deferred until treatment has been completed. Treated malignant disease shall be evaluated based on that individual's current physical condition and on the likelihood of that individual's disease to recur or progress.
  - b. any other tumor or malignancy that results in an individual not being able to perform as a fire fighter.

**(p) Psychiatric**

1. Category A medical conditions shall include:
  - a. none.
2. Category B medical conditions shall include:

- a. a history of psychiatric condition or substance abuse problem shall be evaluated based on that individual's history, current status, prognosis, and ability to respond to the stresses of the job,
- b. any other psychiatric condition that results in an individual not being able to perform as a fire fighter.

**(q) Conditions Not Otherwise Covered**

- 1. Category A medical conditions shall include:
  - a. none.
- 2. Category B medical conditions shall include:
  - a. connective tissue and autoimmune diseases, including dermatomyositis, lupus erythematosus, scleroderma, and rheumatoid arthritis,
  - b. history of heat stroke, frostbite, or other thermal injury,
  - c. potentially transmissible infectious disease, including HIV and AIDS,
  - d. any other systemic condition that results in an individual not being able to perform as a fire fighter.

**(r) Chemicals, Drugs, and Medications**

- 1. Category A medical conditions shall include:
  - a. active alcoholism or substance abuse.
- 2. Category B medical conditions shall include the regular use of various chemicals and drugs, including—but not limited to—the following categories:
  - a. anticoagulant agents,
  - b. cardiovascular agents
  - c. narcotics,
  - d. sedative-hypnotics,
  - e. stimulants,
  - f. psychoactive agents,
  - g. systemic steroids,
  - h. any other chemical, drug, or medication that results in an individual not being able to perform as a fire fighter.

# Municipal Fire Fighters' Essential Functions

## 1. EMERGENCY SCENE RESPONSE

### A. Initial Response To Incidents:

- Tasks occurring between the receipt of an alarm and initial fire fighting or emergency scene activities.
- Dons protective turnout gear and equipment before and at emergency scenes.
- Proceeds to assigned apparatus upon receipt of call for service.
- Makes preliminary evaluation of incident based on alarm information received (e.g., alarm type, structure type, etc.).

### B. Watch Duties:

- Stands watch to receive incoming alarms and information, answers phones, and monitors access to the station house.
- Provides alarm communiqué to equipment operators/officers.
- Tests alarms and dispatch equipment.
- Notifies station personnel (over public address or through use of signals) of incoming alarms and required response (e.g., everybody goes, truck only, engine only, etc.).
- Receives notification of multiple alarms, downtown alarms, and other significant emergencies through the Fire Alarm Office.
- Records administrative and general information messages that come in over the computer dispatch.
- Answers department and outside phone.
- Opens and closes fire house doors to allow apparatus or Chief's car to depart/return to house.

### C. Driving:

- Drives apparatus to and from, and positions apparatus at, emergency scene.
- Drives apparatus safely to designated place.
- Selects most direct and expeditious route to alarm site.
- Maneuvers and positions apparatus at incident scene.
- Obtains knowledge of most direct and expeditious routes and studies them prior to incident response.
- Obtains knowledge of traffic laws and street conditions in order to operate the apparatus safely and expeditiously.
- Plans route and position based on anticipated actions (e.g., arrival routes) of other companies when driving to multiple alarm calls.

#### D. Pump Operations:

- Connects or hooks up apparatus to fire hydrant and operates pumps to supply water in appropriate pressure and volume—using hydrant wrenches, couplings, hoses, spanner wrenches, and other tools.
- Engages pumps.
- Fills hose with water by hydrant pressure.
- Connects and lays feeder line to supply water to fire.
- Pumps sprinkler system and wet or dry standpipe systems.
- Connects suction hose between hydrant and engine.
- Monitors control panel (e.g., water temperature, oil pressure gauge, fuel gauge, hydrant pressure).
- Pumps pre-connect hose-line.
- Pumps master stream (e.g., aerial ladders).
- Hooks up to ladder pipe to supply water during aerial ladder operations.
- Notifies officer of any problems which occur while pumping.
- Adjusts water pressure (by rule-of-thumb, according to pressure chart, and/or Rules and Regulations) in response to calls for more or less pressure.
- Pumps specialty nozzles (e.g. drive-in, cellar distributor).
- Implements cold weather procedures (e.g., tank circulation) when necessary.
- Maintains pressure by adjusting pressure relief valve or automatic pressure governor.
- Transfers from pressure stage to volume stage.
- Pumps booster lines.
- Opens and flushes hydrant to ensure it is functional.
- Shuts down pump when ordered to by officer.
- Checks hydrant for proper drainage.

#### E. Hose (And Extinguisher) Operations:

- Stretches line or uses extinguisher to deliver water, foam and other extinguishing agents to emergency scene.
- Operates nozzle at front of hose line and sprays water, foam or other agent onto fire or other hazard, or into involved structure, to extinguish, contain and/or control incident.
- Locates seat of fire or other hazard (e.g., gas leak) by observing, smelling or listening for smoke, sound, flames, gas, vapors, etc.
- Advances or assists in advancing hose to seat of fire or other hazard.
- Disconnects hose from bed and attaches to discharge gate.
- Determines type (size) and number of lengths of hose needed for operation.
- Connects to standpipe during high rise incident command.
- Connects hose lines to nozzles.
- Uses extinguisher to extinguish, contain and/or control incident.
- Selects type of extinguisher (e.g., foam, dry-chemical, etc.) needed for incident.
- Feeds hose line to other fire personnel.
- Determines proper nozzle and nozzle setting.
- Operates stang on tower ladder to apply water to structures on fire.
- Pulls hose off hose bed.



- Flakes out or dekinks hose line prior to charging or during extinguishment to ensure proper operations.

#### F. Mechanical Ladder Operations:

- Stabilizes ladder trucks and elevates and operates aerial ladders and platforms in order to rescue victims, provides access for ventilation, operates master stream devices, etc.
- Climbs mechanical ladders to perform search, rescue and other operations.
- Operates ladder from ground controls or from platform controls, while watching for power lines, trees and other overhead obstructions.
- Elevates, rotates and extends aerial or tower ladder for supported and unsupported operation, while watching for power lines, trees and other overhead obstructions.
- Stabilizes elevating apparatus using wheel chocks, stabilizing pads, stabilizing jacks and outriggers.
- Operates and directs ladder pipe to supply water during aerial ladder operations.

#### G. Manual Ladder Operations:

- Carries, raises, extends and climbs manual ladders to perform search, rescue and other operations.
- Extends manual (extension) ladders to reach victims.
- Climbs manual ladder to perform search, rescue, and other operations.
- Determines proper placement of manual ladder at scene.
- Determines manual ladder type and size needed at incident scene.
- Anchors and secures manual ladder (i.e., tying off) at scene.
- Raises and positions manual ladder at incident scene.
- Carries manual ladder from apparatus to incident scene.
- Returns manual ladder to apparatus.

#### H. Forcible Entry:

- Pries open, cuts, or breaks down doors, or otherwise enters structures, vehicles, aircraft and other entrapments in order to search for and rescue victims and provide access to the emergency scene—using axes, halligan tools, etc.
- Gains entry into structures using axes, sledge hammers, battering rams, halligan tool and other forcible entry tools.
- Cuts through surfaces using power saws and other power tools.
- Determines best location for forcible entry.
- Pries open doors in structures using pry bars, halligan tools, bolt cutters and other tools.
- Removes locks or hinges from doors using sledgehammers, battering rams, axes or other forcible entry tools.
- Breaks holes in wooden, brick and masonry walls using sledge hammers, battering rams, axes and other tools.

#### I. Ventilation:

- Opens or breaks windows, chops or cuts holes in roofs, breaches walls or doors, and hangs fans in windows or doors to remove heat, smoke and/or gas from structures or entrapments.
- Determines best location for venting structure based on location of hazard and fire personnel, roof type, and building construction.
- Breaks windows and other points of entry using axes, ladders and other tools, to ventilate structure.
- Cuts open walls, roof and other structures to ventilate structure.
- Opens windows and other points of entry manually or by using pry bars, halligan tools, and other tools, to ventilate structure.
- Hangs fans from ladders and in doors, windows, and holes in roofs or walls.
- Uses fans for positive pressure.

#### J. Search:

- Searches assigned area in order to locate victims and to obtain further information about incident, following standard search procedures.
- Searches floor or area of fire, or other hazard, for conscious and unconscious victims, sweeping assigned search area with arms, legs or tools.
- Searches floors above and below fire, or other hazard, including stairwells and bulkheads, for inhabitants who need to be moved or rescued.
- Views perimeter of the building to determine if there are victims needing assistance at windows, on ledges, or who have jumped.
- Identifies hazardous conditions in course of search and informs others of the problem.
- Determines search procedure or strategy needed to accomplish objectives.
- Searches structures for seat of fire, or other hazard, and extensions.

#### K. Rescue:

- Assists, hoists, carries or drags victims from emergency area by means of interior access (stairs, hallways, etc.) or, if necessary, by ladders, fire escapes, platforms, or other means of escape using rescue harnesses, ropes, etc.
- Rescues drowning victims using life-saving techniques.
- Conducts water rescues (i.e., river rescue, using boats) in accordance with established guidelines.
- Evacuates persons from incident scene due to risk of fire, explosion, exposure to hazardous chemicals, etc.
- Moves heavy objects and obstructions in order to free or gain access to trapped victims or bodies, using air bags, chains and hoists, jacks, shoring materials, hurst tools and other hydraulic tools.
- Drags or carries victims from emergency scenes.
- Hoists or lowers victims or fire personnel using ropes, knots and rescue harnesses.
- Pries, breaks or cuts structures, vehicles, and/or aircraft to free victims involved in accidents, cave-ins, collapsed buildings or other

entrapments—using door openers, jaws, axes and other manual and mechanical equipment.

- Instructs persons on upper floors as to appropriate actions (e.g., staying put, ascending to upper floors, descending to lower floors via fire escapes, etc.).
- Digs to free victims trapped in tunnels, pipes, excavations, cave-ins or other entrapments using shovels, picks, spades and other equipment.
- Places victims onto stretchers, backboards, stokes, etc.

#### L. Salvage:

- Moves and covers furniture, appliances, merchandise and other property; covers holes in structures; stabilizes damaged structural components; and redirects or cleans up water in order to minimize damage—using plastic and canvas covers, etc.
- Tears down or shores up weak and dangerous structural components (e.g., floors, walls, roofs, overhangs and stairs) using hooks, axes, saws and other tools.
- Spreads salvage covers over property.
- Protects the integrity of the incident scene, while performing salvage operations, in case of suspected arson.
- Moves furniture and other objects to protect from water or other damage.
- Removes water from floors using brooms, squeegees, mops, water chutes, catchalls and pumps.

#### M. Overhaul:

- Opens up walls and ceilings, cuts or pulls up floors and moves or turns over debris, in order to check for hidden fires which could rekindle or spread—using hooks, axes, saws and pitchforks.
- Opens ceilings, walls, etc., to expose hot spots and other hazardous conditions with axes, pike poles, etc.
- Searches for and extinguishes any hidden fires by looking, feeling or smelling for fire and smoke.
- Checks and searches open areas, walls, open structures for fire extension.
- Removes and neutralizes or disposes of flammable or hazardous materials from buildings.
- Removes and extinguishes burned or smoldering debris from buildings.
- Determines whether a smoke detector was present and functional.

#### N. Clean-Up/Pick Up:

- Picks up, cleans and returns equipment to vehicle and rolls or folds hose, so that the company can go back in service.
- Controls and cleans up the Fire Department's medical waste products.
- Cleans and returns all tools, equipment, supplies and property in usable condition to appropriate vehicles.
- Shuts down and drains lines at pumps.
- Determines that all hoses used during response to incident are present and accounted for.

- Cleans hoses using hose washers or brooms and brushes.
- Backs lines out of structures.
- Rolls and folds hoses after use and returns them to appropriate vehicle.
- Cleans the apparatus.

#### O. First Aid:

- Provides direct medical assistance to persons requiring emergency attention or assists others in providing medical assistance.
- Administers CPR if necessary.
- Determines priority of emergency medical treatment for victims.
- Administers first aid other than CPR.
- Operates oxygen and other medical equipment.
- Assists EMS personnel in administering medical treatment.

## II. STATION DUTIES AND MAINTENANCE

#### P. Equipment Maintenance:

- Checks, cleans, and maintains personal gear and equipment to ensure proper and safe operation.
- Checks S.C.B.A. for proper operation and adequate air pressure.
- Checks medical equipment.
- Checks turnout gear for safety and structural integrity.
- Checks the condition of generators, blowers, lights, cords and fans.
- Checks and maintains power equipment.
- Places turnout gear on or near apparatus.
- Checks extension ladders.
- Checks hose on apparatus (proper bedding and amount).
- Checks and performs ordinary maintenance on other portable equipment (e.g., checks oil levels, greases, etc.).
- Cleans, reloads, and tests hoses.
- Recommends that officer call for repairs on equipment.
- Performs annual hose tests.
- Inventories and performs regular maintenance on hand tools (e.g., paints, oils or stencils hand tools).
- Changes over equipment and supplies from one apparatus to another.
- Paints other equipment as needed.

#### Q. Apparatus Maintenance:

- Checks, cleans, and maintains apparatus to ensure proper and safe operation.
- Checks ability of engine to pump water.
- Checks engine pumper pressure.
- Checks the aerial ladder sections, outriggers.
- Recommends to officer that apparatus be kept out of service due to mechanical problems.

- Performs normal daily apparatus check (e.g., oil, fuel and water levels; proper pressures and lubrications; batteries; lights; sirens; brakes; tires; etc.).
- Recommends that officer call for repairs on apparatus.
- Performs normal weekly apparatus check (e.g., hydraulic fluid levels).
- Equips apparatus with traction devices (e.g., chains) as necessary.
- Notifies officer of electrical or mechanical problems on apparatus.
- Checks with Equipment Operator coming off duty regarding condition of apparatus.
- Performs annual pump test.
- Cleans motor and pump on apparatus.

#### R. Facility Maintenance:

- Checks, cleans, and maintains house facilities. This includes the performance, or assignment, of routine housekeeping chores.

### III. FIRE PREVENTION AND INVESTIGATION

#### S. Inspection Of Buildings And Fire Protection Devices:

- Inspects buildings for fire prevention/hazardous materials code violations or hazards on a periodic basis or during the course of their activities. Inspects alarms, hydrants, sprinkler systems, etc.
- Recognizes code violations (e.g., blocked exits, improper storage of chemicals, etc.).
- Inspects buildings for code compliance.
- Conducts inspections of schools.
- Inspects buildings upon request of occupants/owners.
- Conducts on-site inspections of fire protection devices (e.g., hydrants, alarms, sprinkler systems, etc.).

#### T. Pre-Fire Planning:

- Reviews or prepares plans in order to provide information regarding hydrant locations, exposures, hazardous materials and other areas or situations of high risk.
- Conducts site surveys in district.
- Tours buildings in order to identify or verify the presence of an unusual fire hazard or situation.
- Recognizes a target hazard (e.g., a new high-rise or a building with hazardous materials) that may warrant the development of a pre-fire plan.
- Conducts familiarity inspections in district.
- Familiarizes self with layout of first and second alarm districts.

#### U. Investigations:

- Examines incident scene, conducts interviews, collects and preserves evidence, and reviews forms and reports to help determine the cause of a fire or other emergency.

- Responds to incidents of suspicious or undetermined origin.
- Observes fireground conditions to detect possible arson.

#### IV. PUBLIC AND COMMUNITY RELATIONS

##### V. Public Relations:

- Engages in activities which have an impact on the department's image in the community. Such activities include providing information to the media, providing assistance and support to civilians seeking help or information, etc.
- Deals with distressed individuals at emergency scene.
- Meets civilians in the fire station, conducts tours and provides information.
- Makes public presentations and conducts demonstrations of apparatus and equipment on behalf of the Fire Department.

##### W. Public Training And Education:

- Oversees, develops, conducts and/or evaluates fire prevention and other educational programs for members of the public.

##### X. Audio-Visual Production:

- Operates audio-visual equipment and develops and produces audio-visual materials for internal use or for public broadcasting.

#### V. PROFESSIONAL DEVELOPMENT

##### Y. Professional Development:

- Participates in training drills and classes to enhance job-related skills and abilities. Reads internal memos and bulletins to keep apprised of new developments in departmental operations and procedures.
- Maintains knowledge of chemicals and other hazardous materials.
- Maintains knowledge of building structures related to fire control.
- Attends specialized training sessions (e.g., CPR certification, special schools (e.g., Foam, ICS), etc.).
- Attends routine training drills and sessions.
- Maintains knowledge of latest firefighting equipment and techniques.
- Attends "live-incident" training drills.
- Attends external seminars/workshops and college courses to be aware of current developments in the fire service.
- Observes training videotapes.
- Participates in external agencies and societies (e.g., NFPA).
- Acts as a superior officer.
- Receives training in superior's work activities.
- Reviews internal Massachusetts Fire Department bulletins, memos, etc., to remain aware of departmental updates.
- Reads professional journals and publications (e.g., Fire Command) to be

aware of current developments in the fire service.

#### Z. Other Duties

- Carries hose, tools and other equipment to and from emergency scenes.
- Operates generator to supply electricity to the emergency scene.
- Sets up electrical cords and lights.
- Serves on special project committees to which he/she is assigned (e.g., Awards Committee, Hydrant Inspection, etc.).

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